

## INVITES APPLICATIONS FOR THE POSITION OF

# Sr. Facility Attendant Heritage Park & Museums

APPLY ONLINE AT [WWW.CALOPPS.ORG](http://WWW.CALOPPS.ORG)

### FILING DEADLINE

Open until filled

### SALARY

**\$14.40 - \$20.15** per hour (placement in range dependent on experience and qualifications)

This is a part-time seasonal position that averages up to 15-20 hours per week.

### THE POSITION

The City's Parks and Community Services Department is looking for professional and personable self-starters to serve as a Senior Facility Attendants at Dublin Heritage Park & Museum. This position reports to the Heritage & Cultural Arts Supervisor, and provides support for rentals and special events and cultural arts contract classes and camps. Typical duties include: assisting with complex rentals, including weddings and funerals; greeting park and museum visitors; conducting tours for small groups up to 30 people; providing interpretation and answering questions about historical points of interest at the park; training facility attendants; and supervising volunteers during special events. This is an ideal position for someone pursuing a career in museums. A demonstrated interest in history or volunteer work in a museum setting is a plus.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this classification. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Open and close facilities as scheduled for use,
- Set up furniture and equipment for activities and verify it is in proper condition and returned to original configurations after use.
- Greet visitors, collect fees and have visitors sign guest book or complete surveys.
- Provide facility and exhibit orientations and tours using interpretive material and training provided by the Museum Director.
- Function as supervising attendant during evening events, as necessary.
- Monitor activities of facility users for adherence to facility rules and appropriate and safe conduct.
- Clean up after facility users and set up for subsequent activities.
- Sweep and mop floors as needed.
- Keep restrooms and kitchen clean and well-stocked with paper towels, toilet paper, etc.
- Empty garbage as needed.
- Make written reports of damage to equipment or facilities.

- Train ancillary staff on facility and rental procedures.
- Appropriately secure facility upon leaving.
- Build and maintain positive working relationships with co-workers, other City employees and the public, using principles of good customer service.

## **QUALIFICATIONS**

### **Training and Experience:**

1. Education: High school graduation or equivalent. Must be 18 years or older.
2. Experience: Some experience supervising use of facilities, setting up facilities for meetings and events, cleaning or custodial work. Experience in museum or public facilities operations is desirable.

### **Knowledge Of:**

- Principles and practices of facility maintenance and operational procedures.
- Principles and practices of standard safety precautions.
- Operational characteristics of the assigned program.
- English usage and vocabulary.
- Customer service techniques.

### **Ability To:**

- Learn tour and exhibit content.
- Provide tours to diverse audiences.
- Problem-solve conflicts and disputes as applicable.
- Perform heavy physical work, including lifting and moving tables and chairs.
- Follow written and oral instructions.
- Express ideas and communicate effectively orally and in writing.
- Instruct and enforce safety rules.
- Analyze and interpret facility policies and procedures.
- Deal effectively and courteously with the public.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Exercise good judgment.

### **Licenses, Certificates and Special Requirements:**

1. Any offer of employment to an adult who will have direct contact with minors is conditional upon submission of a completed fingerprint screening and a satisfactory background check.
2. Possession of a valid California Class C Driver's License and a Certificate of Automotive Insurance for Personal Liability.
3. Current certification in First Aid and CPR is preferred.
4. This classification is designated as a Mandatory Reporter; Completion of Mandatory Reporter training is required within one month of employment.

## **PHYSICAL STANDARDS:**

The physical standards described are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

An employee is regularly required to stand for long periods of time; talk or hear in person, in meetings and by telephone; use hands and fingers to handle, feel or operate standard office equipment; and reach with hands and arms. The employee is frequently required to bend, twist, lift, walk; set-up and move equipment weighing up to 50 pounds.

While performing duties, the employee is regularly required to use written and oral communication often speaking to large groups of people; read and interpret information and room layout specifications; and interact with City employees and the public.

## **BENEFITS**

Other than statutory law, AB1522 (CA Paid Sick Leave law), there are no benefits for part-time, temporary/seasonal position.

## **THE SELECTION PROCESS**

The best-qualified candidates, as determined by an initial screening of applications, will be invited to participate in an interview process which will consist of written and/or oral components. The City reserves the right to test an applicant in any other manner to determine suitability and to alter any aspect of the selection process. Meeting the minimum requirements listed in this job description does not guarantee advancement in subsequent phases of the selection process. No faxed or e-mailed applications will be accepted.

Pursuant to the City's Personnel Rules Section 24.2, the City retains the right to take appropriate steps to avoid inappropriate working relationships among relatives.

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## **SUPPLEMENTAL QUESTIONNAIRE**

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In order to continue in the City's recruitment process, you are required to respond/complete the following Supplemental Questions online:

### **Question 1**

The Senior Facility Attendant is a Part-Time, Temporary-Seasonal position with no benefits. Hours may vary from week to week. The Parks and Community Services Department has multiple opportunities for various shifts. Please indicate your availability below:

#### **WEEKENDS:**

8:00 AM - 3:00 PM

12:30 PM – 4:30 PM

3:00 PM – 8:00 PM

5:00 PM – 12:00 Midnight

#### **WEEKDAYS:**

8:00 AM – 3:00PM

12:30 PM – 4:30 PM

3:00 PM – 8:00 PM

5:00 PM - 10:00 PM

### **Question 2**

Please describe your work or volunteer experience in a museum setting or similar public venue.

### **Question 3**

How does this job fit with your career goals?

### **Question 4**

Please describe your experience supervising use of a public venue and interacting with the public.